TAC MEETING MINUTES

TECHNICAL ADVISORY COUNCIL
A Subcommittee of the Commission on Technology

Friday, April 6, 2012
10:00 AM - 12:30 PM

ARIZONA SUPREME COURT
Administrative Office of the Courts
1501 W. Washington
Phoenix, AZ 85007

Conference Room 230

MEMBERS PRESENT
Mohyeddin Abdulaziz*
Steve Ballance
John Barrett
Ron Bitterli
Valerie Burns
Karl Heckart, Chair
Jennifer Gilbertson
Randy Kennedy
Cary Meister
Eloise Price
Rick Rager
James Towner
Thomas Watson

MEMBERS ABSENT
Jared Nishimoto
Kyle Rimel

GUESTS

Tom Carroll, *Phx Muni Court*
Charles Drake, *PCCJC*
Nick Felber*, *Yuma Superior Court*
Jim Putz-Artrup, *La Paz Superior Court*
Co Horgan, *Gilbert Muni Court*

AOC STAFF
Richard Blair, *ITD*
Stewart Bruner, *ITD*
Ridge Franks, *ITD*
Rod Franklin, *ITD*
Melissa Hinojosa, *ITD*
Steven Scales, *ITD*
Jethro Sheridan, *ITD*

* indicates appeared via telephone

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WELCOME, INTRODUCTIONS, AND OPENING REMARKS	Karl Heckart

Karl Heckart, chair of the Technical Advisory Council (TAC), called the meeting to order just after 10:00 a.m. and conducted a roll call of those on the phone and those present in the room. Staff confirmed that a quorum existed.

Karl requested discussion or a motion regarding the minutes of the January 11th TAC meeting.

MOTION	**A motion was made and seconded to accept the minutes of the January 11, 2011, TAC meeting. The motion passed unanimously.**	

UPDATE	INPUT FOR COT PRESENTATION	Roundtable

In a reversal of the usual pattern, Karl requested that members share their top local project successes and challenges as background for the upcoming presentation at the Commission on Technology (COT) annual meeting. Members shared various items by county and by court. Some common items included

- calendar/docket display systems for facilities;
- various preparations for e-filing;
- warrant process streamlining;
- OnBase upgrades, integration, and workflow;
- expansion of videoconference and video recording capabilities; and
- e-citation expansion.

Karl then shared several statewide initiatives of note, including

- The request for proposals out for managing requests and remote access to courts' bulk data and documents;
- The request for proposals out for FARE and related services;
- A Jury$^+$ upgrade and port to a supported environment;
- Remote access through Citrix to replace VPN for tablet devices accessing the network;
- Criminal e-filing requirements gathering;
- Staff retention/recruitment challenges; and
- Potential timing of the next ACAP equipment refresh likely incorporating Windows 8.

UPDATE	DPS TraCS IMPLEMENTATION PROGRESS	Ridge Franks

Ridge Franks, AOC's project manager for electronic citation implementation, provided various statistics related to the volume of electronic citations around the state. He announced that DPS's statewide deployment of the citation module of their Traffic and Criminal Software (TraCS) will be completed on Monday, April 9, when Navajo County is added. Karl then described a plan to have DPS officers refresh charge codes on devices one time per quarter in lieu of standardizing speed-related charges as a single set across all jurisdictions in the state, as requested by DPS leadership.

UPDATE	ARCHITECTURE UPDATE	Steven Scales

Steven Scales, Architecture Manager at the AOC, discussed several items of interest to members, including the progress of warrant re-engineering on a statewide level; process changes related to MVD file encryption and the requirement to share keys with the AOC just in case; as well as his previously e-mailed request to have local bolt-on applications declared. He reviewed the content of the e-mail package requesting registration and switching to an individual user account for each bolt-on. Steven emphasized that while April 30 remains the due date for returning the forms, cutover to new, individual userIDs can take place after the due date since it involves more coordination.

UPDATE	ONBASE UPGRADE CYCLES FOLLOWING 9.2	Stewart Bruner

Stewart Bruner, Manager of Strategic Planning at the AOC ITD, accompanied by Jethro Sheridan from AOC Infrastructure Operations, reminded members of the evolution of local OnBase environments from standalone to federated to support public access and electronic filing. Stewart handed members a support timeline showing various OnBase releases with names of modules affected by those releases and emphasized the importance of a reasoned, ongoing, upgrade strategy as Hyland continues to issue new versions and discontinue support for older versions.

Stewart proposed construction of an OnBase administrators group and distribution list for courts to exchange information about future upgrades and their timing, starting with Version 11. Members were very supportive of the idea and suggested that OSAM be included in the meetings and on the distribution list, as well. They discussed things they'd like to learn from the combined knowledge of other OnBase administrators around the state. Jethro's preliminary list was distributed for members to correct or add names and return. A goal of meeting quarterly was mentioned.

REVIEW	DISAGGREGATION REQUIREMENT FOR SCANNING OPERATIONS	Stewart Bruner

Staff member Stewart Bruner briefly reviewed the development history of a proposed code section to standardize business practices related to storing electronic documents in cases, as requested by COT. Stewart emphasized members' need to scrutinize the requirements before they get posted for broader comment, since COT members are likely to base their opinion on TAC's comments.

Karl described pressure stemming from judges' need to view all documents in a case from a single screen versus COT's general direction to keep individual files separated early in the process even if they may end up being combined later. He explained how combining documents into a single file seriously limits the future possibilities for public document access and security. Karl acknowledged that requirements for practices might be allowed to vary between bulk scanning closed records from the past and individually scanning open records as they are filed over the counter.

In response to a question, Stewart assured members that the requirements in the new document aren't already contained in the existing technical standards related to scanning and storage of electronic documents.

REVIEW/ DISCUSS	IMPACT OF PORT SECURITY ON LOCAL COURTS ON LOCAL COURTS	Rod Franklin

Jared Nishimoto, who requested the agenda item, was unable to attend, but Rod Franklin briefed members on the workings of port security and the value it brings to management of AJIN in the era of personal smart devices flooding networks. He emphasized the difference between the older static and newer dynamic port security that is being applied starting with rural superior court locations. The newer approach places unregistered devices in a public VLAN and enables more rapid discovery of unauthorized devices and containment of malicious content entering the network from remote points. Rod also emphasized that dynamic port security allows registered devices to be moved without intervention by AOC Network, unlike static port security.

He also apologized for lapses in communication that led to confusion and wasted time diagnosing why some local machines wouldn't connect again after being moved. Rod committed to distribute an explanatory e-mail to local contacts before any changeover in network security this time around.

Members were positive about the dynamic port security approach after Rod explained the larger context and promised more focused communication in the future.

UPDATE	DIGITAL GOVERNMENT CONFERENCE	Stewart Bruner

Stewart previewed the upcoming Arizona Digital Government Conference to be held May 23 and 24 in Phoenix. He anticipates the conference will again be approved for COJET hours this year.

Karl announced to members that a Supreme Court committee is currently investigating controls on use of personal devices and social media in courtrooms. Stewart warned that while it may be tempting to create a type of "steel curtain," blocking cell phone signals is expressly prohibited by the Federal Communications Commission (FCC).

CALL TO THE PUBLIC	Karl Heckart

After hearing no further discussion from members or the public, Karl entertained a motion to adjourn the meeting at 12:40 p.m.

Upcoming Meetings:	August 3, 2012	AOC – Conference Room 230
	October 5, 2012	AOC – Conference Room 230

MEETING ADJOURNED	12:40 PM